



Montana Office of Public Instruction  
Linda McCulloch Superintendent [www.opi.mt.gov](http://www.opi.mt.gov)



**Achievement  
in  
Montana**

Montana's State Student Information System

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**Topics**

- Purpose
- Data Entry Methods
- Navigation
- Student Records
- Data File Upload
- Extracts
- Ad Hoc Reporting
- Reports
- Help

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**Purpose of AIM**

- Uniformly track student demographic, enrollment, and program participation data
- Fully integrated special education record management system
- Provide tools for streamlining the accurate exchange of student related data between school district and OPI



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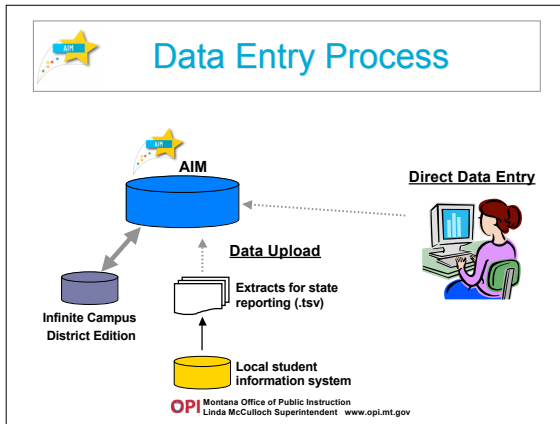
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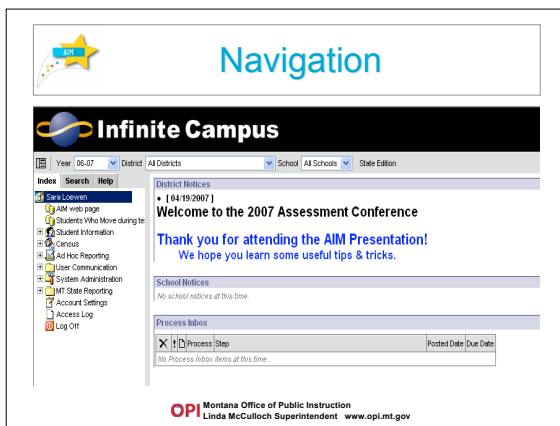
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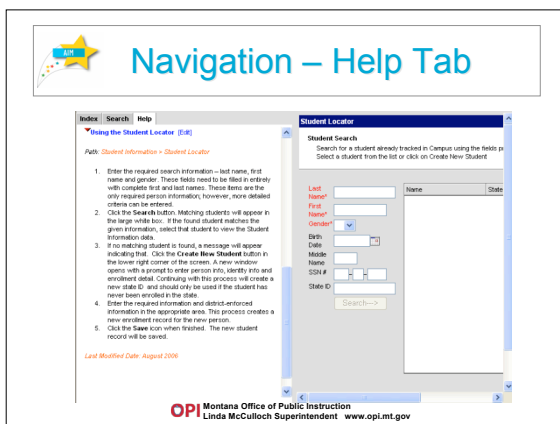
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The Office of Public Instruction is committed to equal employment opportunity and nondiscriminatory access to all our programs and services, and will take necessary and appropriate steps to insure that the workplace and OPI programs and services are free of discrimination and sexual harassment. For information or to file a complaint, contact Kathy Bramer, OPI Title IX/EEO Coordinator at 406-444-3161 or [KBramer@mt.gov](mailto:KBramer@mt.gov).




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Search by

- Last Name – Wayne
- Last initial – W,
- First name - , John
- Wildcard - %



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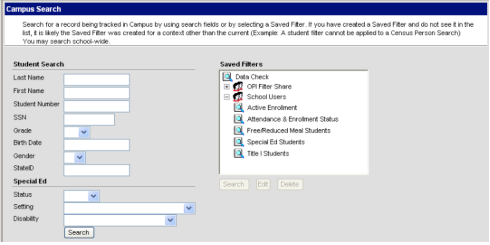
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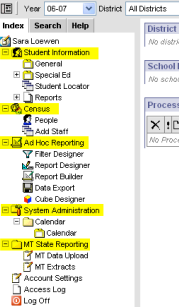
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Index tools are visible based on the permissions given to a user.

- Student Information
- Census
- Ad Hoc Reporting
- System Administration
- MT State Reporting



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## Student Records

- Demographic Information
- Identity
- Enrollment Details
  - Graduation
  - State Reporting
  - Special Education
- Program Participation
- Assessment data

Wayne, John  
Grade 65 455489629 C-ID 61171992 Gender M  
(Demographic | Identity | Enrollment)

Person ID: 175961

Last Name: Wayne First Name: John Middle Name: Suffix:  
Gender: Male Birth Date (Age 15): 01/17/1992  
Race Ethnicity: 05 White, Non-Hispanic

Wayne, John  
Grade 65 455489629 C-ID 61171992 Gender M  
(Summary | Enrollment | Programs | Assessment)

Person Information  
Person ID: 175961  
Name: Wayne, John Nickname:  
Gender: Male Race Ethnicity: 05 White, Non-Hispanic

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## Locate or Assign State ID

- Student Locator
- Searches using SoundEx
  - Multiple word names
  - Male/Female
  - Transfer from in-state
  - Create New Student

Student Locator

Search for a student across schools in Montana using the fields provided. Required fields are in red. Submit to submit search.

Criteria:  
Last Name: [ ] First Name: [ ] Gender: [ ]  
Birth Date: [ ] Middle Name: [ ]  
Race Ethnicity: [ ]  
Grade Level: [ ]  
School District: [ ]  
Submit

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## Enrollment Details

- Enrolled in a calendar within a school
- General Enrollment Information
  - Start and End dates are inclusive
  - Service Type
  - Start and End Status
    - Dropout Reason
- Re-Enrollment
  - Change in grade level mid year
  - Withdrawal

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## Enrollment Details

- Graduation
- State Reporting Fields
  - Aggregate Hours and Attendance Data
  - Title I
  - Program Participation
- Special Education
  - Status

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## Modify Student Record

- Index > Census > People
  - Demographic
    - Error in Name, Birth Date, Gender, Race
  - Identity
    - Legal Change in Name
      - Search returns previous or current name

Wayne, John  
Census ID: 95548619 DOB: 01/17/1992 Gender: M  
Demographics | Identifiers | Enrollment Events |  
PersonID: 175941  
Last Name: First Name: Middle Name: Suffix:  
Wayne John  
Gender: Male Birth Date (Age 18): 01/17/1992  
Race/Ethnicity: 05: White, Non-Hispanic

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## Data File Upload

- See document "AIM File Specifications v1.#" for complete specifications.
- File name  
*Format:* [legal entity #]\_mmddyyyyy.tsv  
*Example:* 9390\_04012007.tsv
- The Header Record is the first line of the file  
*Format:*
  - Type of record – always "HD"
  - Date (MM/DD/YYYY)
  - Time (HH:MM:SS) Military Time
  - Version – "MT1.3"*Example:* HD > 04/01/2007 > 11:00:00 > MT1.3

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## Data File Upload

- In most cases, use "Load Partial File"
- Use "Load Complete File" **only** if you want to start from scratch and erase previously entered data

### State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

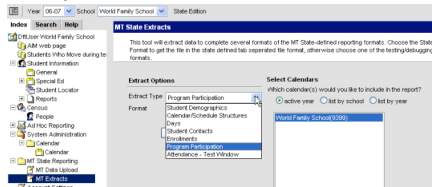
1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file will **replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

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## Extracts

- Pulls the data from the AIM system
  - Begin a .tsv data file for uploading
  - Verify data entry
  - Compare



## Ad Hoc Reporting

Ad Hoc: *concerned or dealing with a specific subject, purpose, or end*

- Filter Designer
  - Create new filter
  - Select the data element fields
  - Choose filter criteria
  - Save to User Account
- Data Export
  - Select saved filter
  - Choose format
  - Export

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## Help with Upload Files

- Use the Secure File Transfer Service through ePass Montana when sending files with student data to the AIM support staff at OPI.



- Directions for setting up an ePass account and accessing the Secure File Transfer Service are available at <http://www.opi.mt.gov/pdf/ITProjects/AIM/Documents/Technical%20Documentation/ePass%20File%20Transfer%20Instructions.pdf>

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## AIM Help

- Login and Password Information
  - OPI Help Desk – 406-444-3448
- Questions on Data Elements
  - Nicole Weissman, Student Records Manager 406-444-3495
  - Sara Loewen, Data Resource Administrator 406-444-3494
- Technical Questions
  - Infinite Campus Help Desk 1-888-461-2004
- Other Questions
  - Dave Nagel, Project Manager 406-444-1641

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## AIM Web Page

<http://www.opi.mt.gov/ITProjects/AIM.html>



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